

SYLLABUS – FALL 2012

CABOT 91: Introduction to Adapted Word Processing for Students with Visual Impairments

Instructor: Laura Matsumoto

Office Hours: By Appointment (Mon. or Wed. between the hours of 2:30pm and 4:00pm)

Phone: (818) 240-1000 ext. 5402

Location: High Tech Center for Students with Disabilities, SG108

High Tech Center Hours: Mondays – 8:00am to 4:30pm

Tuesdays - 8:00am to 6:00pm

Wednesdays - 9:10am to 6:00pm

Thursdays - 8:00am to 4:30pm

Fridays - 8:00am to 2:00pm

Note: All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.

Course Objective: To provide the student with the knowledge and skills for use of assistive technology for visually impaired users and basic word processing.

Schedule: This semester the class will cover the use of either the JAWS screen reading program or ZoomText screen magnification program with Microsoft Word for basic document preparation, including:

1. Adjusting JAWS or ZoomText settings based on individual preference and needs.
2. Creating, saving, editing and printing Microsoft Word files.
3. Use of a spell checker in MS Word.

Course Time Requirements: 3 hours lecture and 2 hours lab per week (Total 5 hours per week.)

Lecture: Mondays and Wednesdays 9:10 a.m. to 10:35 a.m.

Lab: 2 hours per week, to be scheduled according to each individual student's schedule.

Required Supplies:

1 large three-ring binder (minimum 2.5 inch spine) and twenty tab dividers for keeping course materials organized.

Optional Supplies:

**Headphones – JAWS users are strongly encouraged to buy headphones for use in the HTC. ZoomText users may want to buy headphones. Once purchased, you can store your headphones at the HTC.

**Flash Drive with minimum 512 megabyte storage capacity

**Digital recording device for students who desire to record lectures.

Class Requirements:

1. **Attendance (10%)** – required for all lectures except if instructor cancels a class meeting or for excused absences (illness or emergency). Points will be awarded for each required date of attendance as follows:
 - A. 1 point for each **on-time** attendance.
 - B. 0.75 point for tardiness of less than 10 minutes.
 - C. 0.5 point for tardiness of more than 10 minutes.
 - D. 0.25 point for Excused Absence (illness or emergency).
 - E. 0 point for Unexcused Absence.
2. **Lab Hours (10%)** – 2 hours per week for a total of 30 lab hours for the semester. Lab hours are cumulative through the semester, so this is an average to stay on track.
3. A total of **at least** 75 HTC contact hours is required (ie: 45 Lecture hours + 30 Lab hours).
4. Students are required to bring all instructional handouts for use of either screen reading software or text enlarging software with Microsoft Word to class and lab each day.
5. **Assignments (40%)** – All assignments made during lectures must be completed during lab time in the High Tech Center. Whenever possible, students should submit assignments by the target date identified by the instructor.
6. **Quizzes (10%)** - to be completed in the High Tech Center and turned in as assigned.
7. **Tests:**
 - A. **Midterm (10%)** – There will be a written midterm which will require the use of a computer.
 - B. **Final (20%)** – Instead of a final exam there will be a final project, which must be completed in order to pass the class.

Student Learning Outcomes: Upon successful completion of this course, the successful student will:

1. Identify and describe appropriate assistive technologies/devices and alternate text formats which address his/her needs.
2. Demonstrate efficient and appropriate use of course-related resources (eg: handouts and/or manuals and instructional support).
3. Develop and demonstrate competency in the efficient and independent use of appropriate assistive technologies and any other adaptations required to access the computer.
4. Demonstrate the ability to independently perform: basic start-up procedures, basic Windows-based application program commands and appropriate use of personal data storage devices.
5. Demonstrate the ability to independently create, save, modify, spellcheck and print documents using a word processing program and appropriate assistive technology.

Academic Honesty Policy

This instructor follows the Glendale Community College Honesty Policy as listed in the *Glendale Community College Catalog* and the *Student Handbook* (free at Information Desk near

Last Revised: Fall 2011 (LM)

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Admissions). Students are, at all times, required to do their own work. No copying of other students' work, whether on a test or on routine class work, is allowed at any time. Activities that are considered to be CHEATING include, but are not limited to, the following:

- a.) **taking answers from another student** for any assignment or test.
- b.) **giving answers to another student** for any assignment or test.
- c.) **using or copying** answers from any previous assignment or tests.

Violation of any of these rules (i.e. cheating) could result in a lowering of the exam grade or the course grade (e.g. a "Fail"), and the violator's name and student I.D. number will be sent, with a description of the violation, to the Division Chair and to the Vice President of Instruction to be kept on record for future reference. The Dean of Student Activities may also be contacted for disciplinary action, if necessary.

IMPORTANT NOTES & RULES:

- **Electronic Device Policy:** Use of a cell phone is not allowed at any time in the High Tech Center. Use of any other personal electronic devices is subject to the approval of the High Tech Center staff and must not disrupt the educational environment.
- Please understand that the pace of this class will vary, so the due dates for assignments may vary from the date listed in the following calendar. The DUE DATES will be discussed in class and, if needed, adjusted in order to give all students ample time to complete the assignments. **It is the student's responsibility to clarify any changes to due dates.**
- The **DEADLINE TO DROP WITH A "W" is November 24, 2012** – it is not the instructor's responsibility to drop the student, so if YOU don't drop by this date, you will be assigned a grade accordingly.
- **No eating or drinking in the HTC lab** – keep water bottles, etc. CLOSED AND IN YOUR BAG.
- Please **keep all bags and personal items out of the walkways and return chairs to under desk area** to avoid accidents!
- **The HTC is NOT responsible for personal items left in the lab at any time.**
- **NO Internet use during class – unless directed by instructor.**
- **ALL ACTIVITIES IN THE LAB SHOULD BE COURSE OR CAMPUS RELATED**